



## **NEW TIME SCHEDULE**

### **CIVIL SHORT CALENDAR MARKINGS**

Effective December 16, 2002, the time frames for submitting Civil Short Calendar markings have changed in accordance with the revised standing order on Civil Short Calendar procedures. This standing order applies to Civil matters only.

It is recommended that counsel and pro se parties of record read the revised standing order in its entirety. That order will be published in the Connecticut Law Journal on December 3, 10, 17 and 24. It is posted in each Judicial District Clerk's Office and available on the Judicial Branch web site ([www.jud.state.ct.us](http://www.jud.state.ct.us)).

Short Calendar markings will occur from 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week preceding the Civil Short Calendar. In the event a state holiday falls on Thursday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday. If a state holiday falls on Friday preceding the calendar, matters may be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday.

Commencing with the Civil Short Calendars dated December 16, 2002, enrolled attorneys and law firms may submit markings, at no cost, through the Branch's web site. The above-mentioned time frames apply except that the time periods will commence upon system availability, generally 7:00 a.m. Tuesday. Unless otherwise provided, electronic transactions received when the clerk's office is not open shall be deemed to have been received on the next business day upon which the clerk's office is open.

Please take the necessary steps to ensure that your markings are received in a timely fashion. As is the current practice, markings for Civil Short Calendar received after the prescribed time periods will not be considered by the Court.

The use of the electronic Short Calendar Markings Entry transaction is encouraged as a timesaving method of transmittal. Attorneys and law firms wishing to take advantage of this new feature must enroll and may do so by accessing the E-Services section on the Branch's web site.